

**ST. JOHN PARISH SCHOOL SYSTEM  
LIBRARIAN EVALUATION FORM**

**SJBP 138**

Evaluatee: \_\_\_\_\_

School or Work Site: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Position: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

Total Number of Observations: \_\_\_\_\_

Conferences \_\_\_\_\_

**Directions:** Using the rating scale below, evaluate job performance in each task area by marking the column appropriately as indicated in the rating scale below:

Rating Scale:           **S** – Satisfactory           **NI** – Needs Improvement           **U** – Unsatisfactory

*Satisfactory*                   Meets expected levels of performance most of the time.  
*Needs Improvement*       Performance is below that expected by the St. John Parish School Board and deficiencies must be eliminated. Written documentation is required.  
*Unsatisfactory*               Performance is of such a serious nature as to terminate employment if substantial improvement is not shown. Written documentation is required.

<b>PERFORMANCE RESPONSIBILITIES</b>	<b>Rating</b>	<b>Comments</b>
1. Supports the educational endeavors of the school by interfacing the performance responsibilities for a teacher with those listed below		
2. Accounts for and is responsible for the proper care of library books, audio-visual equipment, furniture, software and circulation records		
3. Displays and enforces disciplinary policy within the confines of the library as well as in the immediate vicinity thereof.		
4. Assumes other duties as may be assigned by the principal.		
5. Designs and instructs methods for checking books in and out, shelving books, and entering and leaving the library.		
6. Requisitions and maintains books, audio-visual aids and equipment in keeping with the needs of the children served.		
7. Selects and prepares books for the library		
8. Reclassifies centrally process books		
9. Instructs students in fundamental library skills		
10. Assists teachers in finding or developing instructional materials along with the proper use of audio-visual materials and equipment		
11. Prepares school library reports to include: book inventory, audio-visual hardware and software and circulation records		
12. Develops a library and audio-visual/equipment use schedule with the approval of the principal		
13. Encourages positive lifetime reading habits in students		
14. Provides individual assistance to students doing research work		
15. Follows the rules and regulations of the St. John the Baptist Parish School Board		
16. Follows the time and/or duty schedule authorized by the school principal for the school day and extracurricular activities		
17. Is prompt and diligent when supervising students in hallways and classrooms and escorts students if necessary		
18. Notifies the principal promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made		
19. Reports promptly to the principal any accident or illness of students		
20. Knows and follows the school district's adopted Code of Discipline		
21. Maintains neat, accurate, current and complete records and reports and submits same on time to the appropriate personnel when requested		
22. Shall be allowed a minimum of three (3) days from the time of request to complete any information, form, budget, etc., due to the principal or district office		

Rating Scale: S – Satisfactory NI – Needs Improvement U – Unsatisfactory

PERFORMANCE RESPONSIBILITIES	Rating	Comments
23. Effectively communicates student progress to parents according to Pupil Progression Plan		
24. Attends school regularly and arrives punctually		
25. Works cooperatively in sharing knowledge, expertise, and skills with others		
26. Displays proper respect for superiors		
27. Observers professional lines of communication at all times with individuals inside and outside the school system		
28. Maintains the confidentiality of school and student records		
29. Assisted by his/her evaluator, collaboratively develop and implement a professional growth plan based on the district's Personnel Evaluation criteria		
30. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others		
31. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others.		
32. Accepts other duties as may be assigned which are related to the scope of the job.		
33. Provides clear and timely information to parents/caregivers and colleagues regarding classroom expectations, student progress, and ways they can assist learning		

The evaluatee is recommended for continued employment: Yes\_\_\_\_\_ No\_\_\_\_\_

REMARKS: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

***The signature below indicates the evaluatee has seen and been provided with a copy of the evaluation. It does not indicate either agreement or disagreement with the results of the evaluation.***

Evaluatee: \_\_\_\_\_

Date: \_\_\_\_\_